

Reports for Week Ending 15 February 1956
from
RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

Project 5-67 - DD/S Reports Survey

The 151 requirements for inter-office reports inventoried to date have been indexed and verified. However, the inventories for the Offices of Security and the Comptroller are still outstanding. I discussed this delinquency with the ARO of the Office of Security, who stated he would attempt to get his inventory to us this week. Until Monday of this week he was covering two positions and hence was unable to devote any time to reports management.

Concurrence in the proposed DD/S notice on reports management has been received from Reports Management Officers of all the major Offices and Staffs except the Office of Communications. His comments are expected this week.

The Reports Management Officer for Logistics reported that indirectly the reports management program promoted the discontinuance of a telephone traffic report which was submitted to the DD/S at a cost of 44 hours monthly.

Project 6-13 - Dispatch Format and Procedure

Estimates of the number of forms needed for the proposed test have been received from each proposed testing area. Forms Management Branch has been requested to procure the test forms.

General Information

The review of proposed regulatory material was particularly heavy this week. Ten issuances containing a total of 83 pages were reviewed. Four of these issuances were of interest to me or to Mr. [REDACTED] 25X1A9a

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